



RELOCATION EXPENSE REPORT

NAME			EMPLOYEE NO.		PERIOD OF THIS REPORT FROM TO			T.A. NO.																																																																																																																																																																																					
1. DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	STATEMENT OF EXPENSE																																																																																																																																																																																					
2. DATE								22. Total Expense This Report (From Line No. 21)																																																																																																																																																																																					
3. FROM:								RECEIVED																																																																																																																																																																																					
TO:								23. Plane Tickets Furnished by Company																																																																																																																																																																																					
TO:								24. (Deduct) Tickets Returned for Credit ()																																																																																																																																																																																					
4. PURPOSE <input type="checkbox"/> 1. Inbound Travel <input type="checkbox"/> 5. Settling-In <input type="checkbox"/> 9. Duplicate Homeowner Allowance <input type="checkbox"/> 2. Shipment of Household Goods <input type="checkbox"/> 6a. Home Acquisition <input type="checkbox"/> 10. Lease Termination <input type="checkbox"/> 3. Storage of Household Goods <input type="checkbox"/> 6b. Home Sale <input type="checkbox"/> 11. Miscellaneous/Other (Explain.) <input type="checkbox"/> 4a. House-Hunting Trip <input type="checkbox"/> 7. Trip(s) Home <input type="checkbox"/> 4b. Spouse's House-Hunting Trip <input type="checkbox"/> 8. Relocation Allowance								25. Subtotal Tickets Used (Lines 23-24)																																																																																																																																																																																					
								26. (Deduct) Total Plane Tickets Purchased by Company ()																																																																																																																																																																																					
								27. (Deduct) Other Expenses (Explain below.) ()																																																																																																																																																																																					
								28. BALANCE THIS REPORT																																																																																																																																																																																					
EXPLANATION 								29. I certify that the foregoing is a true statement of expense incurred in accordance with Company practice and instructions.																																																																																																																																																																																					
								30. REQUESTER'S SIGNATURE DATE																																																																																																																																																																																					
								31. APPROVED DATE																																																																																																																																																																																					
								32. SEND CHECK TO																																																																																																																																																																																					
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>TRANSPORTATION</th> <th>SUNDAY</th> <th>MONDAY</th> <th>TUESDAY</th> <th>WEDNESDAY</th> <th>THURSDAY</th> <th>FRIDAY</th> <th>SATURDAY</th> <th>TOTAL</th> </tr> <tr><td>5. Plane Tickets</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6. Personal Car</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7. Rental Car</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8. Taxis, Tolls, Parking</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <th>LODGING/PHONE/MEALS</th> <th>SUNDAY</th> <th>MONDAY</th> <th>TUESDAY</th> <th>WEDNESDAY</th> <th>THURSDAY</th> <th>FRIDAY</th> <th>SATURDAY</th> <th>TOTAL</th> </tr> <tr><td>9. Hotel/Motel/Rent</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>10. Telephone</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>11. M&IE Inbound Travel</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <th>OTHER EXPENSES</th> <th>SUNDAY</th> <th>MONDAY</th> <th>TUESDAY</th> <th>WEDNESDAY</th> <th>THURSDAY</th> <th>FRIDAY</th> <th>SATURDAY</th> <th>TOTAL</th> </tr> <tr><td>12. Household Goods Shipment</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>13. Household Storage</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>14. Home Acquisition</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>15. Home Sale</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>16. Relocation Allowance</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>17. Lease Termination</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>18. Duplicate Homeowner Allowance</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>19. M&IE Settling In</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>20.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>21. Daily Report Total</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								TRANSPORTATION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL	5. Plane Tickets									6. Personal Car									7. Rental Car									8. Taxis, Tolls, Parking									LODGING/PHONE/MEALS	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL	9. Hotel/Motel/Rent									10. Telephone									11. M&IE Inbound Travel									OTHER EXPENSES	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL	12. Household Goods Shipment									13. Household Storage									14. Home Acquisition									15. Home Sale									16. Relocation Allowance									17. Lease Termination									18. Duplicate Homeowner Allowance									19. M&IE Settling In									20.									21. Daily Report Total									33. ACCOUNT CHARGE	
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